



2009 DATA VERIFICATION AND AD HOC REPORTING

VERIFYING STUDENT ENROLLMENTS

Use Student Information Reports or Ad Hoc Filters to verify data entry to ensure that all students are enrolled.

Enrollment Summary Report: The ***Enrollment Summary Report*** counts students by *School*, *Race/Ethnicity* and *Gender*.

From the **NAVIGATION TOOLS**, expand the **Student Information** module. Expand **Reports**.

Select the ***Enrollment Summary*** report. Enter an **Effective Date** (the date you want the information current "as of"). Select the **School(s)** for which you want information. Select ***Generate Report***.

School	Admission Number of Students	Asian	Hispanic or Latino	Black or African American	White, Non-Hispanic	Native American or Pacific Islander	Total
World Family School	6104	100	604	767	3474	100	5145
Grade 01	600	100	100	100	200	100	600
Grade 02	600	100	100	100	200	100	600
Grade 03	600	100	100	100	200	100	600
Grade 04	600	100	100	100	200	100	600
Grade 05	100	100	100	100	100	100	600
Grade 06	100	100	100	100	100	100	600
Grade 07	100	100	100	100	100	100	600
Grade 08	100	100	100	100	100	100	600
Grade 09	100	100	100	100	100	100	600
Grade 10	100	100	100	100	100	100	600
Grade 11	100	100	100	100	100	100	600
Grade 12	100	100	100	100	100	100	600
Grade 13	100	100	100	100	100	100	600
Grade 14	100	100	100	100	100	100	600
Grade 15	100	100	100	100	100	100	600
Grade 16	100	100	100	100	100	100	600
Grade 17	100	100	100	100	100	100	600
Grade 18	100	100	100	100	100	100	600
Grade 19	100	100	100	100	100	100	600
Grade 20	100	100	100	100	100	100	600
Grade 21	100	100	100	100	100	100	600
Grade 22	100	100	100	100	100	100	600
Grade 23	100	100	100	100	100	100	600
Grade 24	100	100	100	100	100	100	600
Grade 25	100	100	100	100	100	100	600
Grade 26	100	100	100	100	100	100	600
Grade 27	100	100	100	100	100	100	600
Grade 28	100	100	100	100	100	100	600
Grade 29	100	100	100	100	100	100	600
Grade 30	100	100	100	100	100	100	600
Grade 31	100	100	100	100	100	100	600
Grade 32	100	100	100	100	100	100	600
Grade 33	100	100	100	100	100	100	600
Grade 34	100	100	100	100	100	100	600
Grade 35	100	100	100	100	100	100	600
Grade 36	100	100	100	100	100	100	600
Grade 37	100	100	100	100	100	100	600
Grade 38	100	100	100	100	100	100	600
Grade 39	100	100	100	100	100	100	600
Grade 40	100	100	100	100	100	100	600
Grade 41	100	100	100	100	100	100	600
Grade 42	100	100	100	100	100	100	600
Grade 43	100	100	100	100	100	100	600
Grade 44	100	100	100	100	100	100	600
Grade 45	100	100	100	100	100	100	600
Grade 46	100	100	100	100	100	100	600
Grade 47	100	100	100	100	100	100	600
Grade 48	100	100	100	100	100	100	600
Grade 49	100	100	100	100	100	100	600
Grade 50	100	100	100	100	100	100	600
Grade 51	100	100	100	100	100	100	600
Grade 52	100	100	100	100	100	100	600
Grade 53	100	100	100	100	100	100	600
Grade 54	100	100	100	100	100	100	600
Grade 55	100	100	100	100	100	100	600
Grade 56	100	100	100	100	100	100	600
Grade 57	100	100	100	100	100	100	600
Grade 58	100	100	100	100	100	100	600
Grade 59	100	100	100	100	100	100	600
Grade 60	100	100	100	100	100	100	600
Grade 61	100	100	100	100	100	100	600
Grade 62	100	100	100	100	100	100	600
Grade 63	100	100	100	100	100	100	600
Grade 64	100	100	100	100	100	100	600
Grade 65	100	100	100	100	100	100	600
Grade 66	100	100	100	100	100	100	600
Grade 67	100	100	100	100	100	100	600
Grade 68	100	100	100	100	100	100	600
Grade 69	100	100	100	100	100	100	600
Grade 70	100	100	100	100	100	100	600
Grade 71	100	100	100	100	100	100	600
Grade 72	100	100	100	100	100	100	600
Grade 73	100	100	100	100	100	100	600
Grade 74	100	100	100	100	100	100	600
Grade 75	100	100	100	100	100	100	600
Grade 76	100	100	100	100	100	100	600
Grade 77	100	100	100	100	100	100	600
Grade 78	100	100	100	100	100	100	600
Grade 79	100	100	100	100	100	100	600
Grade 80	100	100	100	100	100	100	600
Grade 81	100	100	100	100	100	100	600
Grade 82	100	100	100	100	100	100	600
Grade 83	100	100	100	100	100	100	600
Grade 84	100	100	100	100	100	100	600
Grade 85	100	100	100	100	100	100	600
Grade 86	100	100	100	100	100	100	600
Grade 87	100	100	100	100	100	100	600
Grade 88	100	100	100	100	100	100	600
Grade 89	100	100	100	100	100	100	600
Grade 90	100	100	100	100	100	100	600
Grade 91	100	100	100	100	100	100	600
Grade 92	100	100	100	100	100	100	600
Grade 93	100	100	100	100	100	100	600
Grade 94	100	100	100	100	100	100	600
Grade 95	100	100	100	100	100	100	600
Grade 96	100	100	100	100	100	100	600
Grade 97	100	100	100	100	100	100	600
Grade 98	100	100	100	100	100	100	600
Grade 99	100	100	100	100	100	100	600
Grade 100	100	100	100	100	100	100	600





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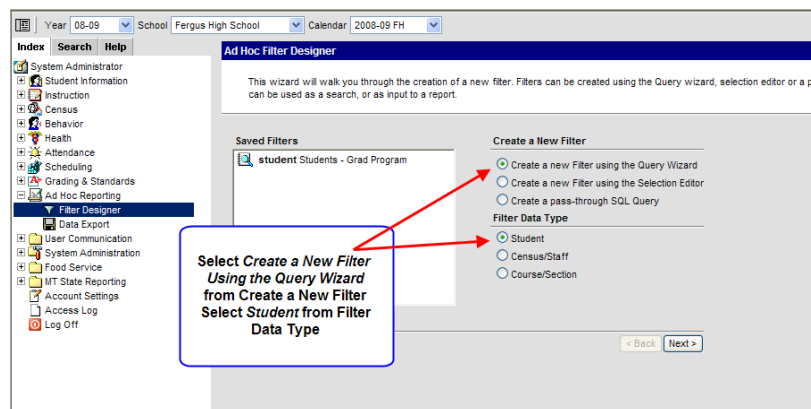
2009 DATA VERIFICATION AND AD HOC REPORTING

CREATING AD HOC REPORTS

From the **Index**, expand **Ad Hoc Reporting**.

Select **Filter Designer**.

Select *Create a new Filter using the Query Wizard* from **Create a New Filter** and **Student** from **Filter Data Type**.





2009 DATA VERIFICATION AND AD HOC REPORTING

CREATING AD HOC REPORTS

Select the fields based upon the **Ad Hoc Report Map** (this document can be found on the OPI AIM Webpage under General Information/AIM Help).

To select a field, open the appropriate **Section** and click on the **Field** name

Click **Next**.

Free/Reduced Meal Students

This Ad Hoc reports shows all currently enrolled students who have a Free/Reduced Meal status of F: Free or R: Reduced.

SECTION	SUB-SECTION	SUB-SECTION	FIELD	OPERATOR	VALUE
Demographics			stateID		
Demographics			studentNumber		
Demographics			lastName		
Demographics			firstName		
Demographics			gender		
Demographics			grade		
Learner	Active Enrollment	State Reporting elements	mealStatus	IN	R,F
Demographics			activeToday	=	1





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Enter the *Operator* and *Value* as appropriate.

Enter the report name under **Query Name**.

Click **Save**.

Year: 08-09 School: Fergus High School Calendar: 2008-09 FH

Index Search Help

System Administrator
Student Information
Instruction
Census
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A
L

Ad-Hoc Query Wizard

Query Name: Free/Reduced Meal Students

Field	Operator	Value	Data Export Options	Output Seq	Sort	Direction
student.stateID			<input checked="" type="checkbox"/>			
student.studentNumber			<input checked="" type="checkbox"/>			
student.lastName			<input checked="" type="checkbox"/>			
student.firstName			<input checked="" type="checkbox"/>			
student.gender			<input checked="" type="checkbox"/>			
student.grade			<input checked="" type="checkbox"/>			
activeEnrollmentStatus	R,F		<input checked="" type="checkbox"/>			
student.activeToday	*	1	<input checked="" type="checkbox"/>			

Save Test

< Back Next >

Enter Query Name.

Enter Operator and Value as appropriate.





2009 DATA VERIFICATION AND AD HOC REPORTING

USING AD HOC REPORTS (Option 1)

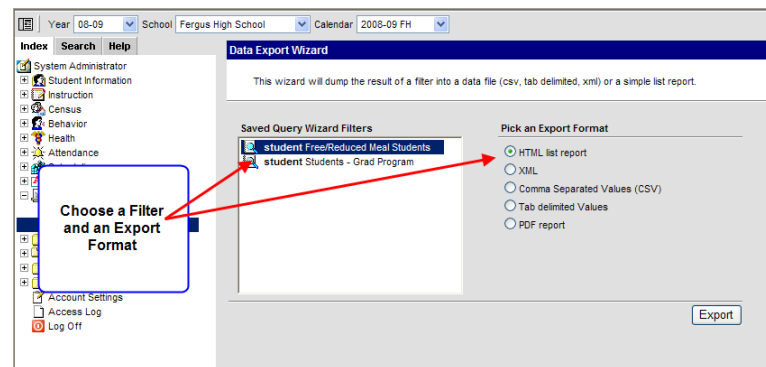
From the **Index**, expand **Ad Hoc Reporting**.

Select **Data Export**.

Choose a filter from the **Saved Query Wizard Filters**.

Pick an **Export Format**.

Click **Export**.





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USING AD HOC REPORTS (Option 2)

Click on the **Search** tab.

Search for a: **Student**.

Click **Advanced Search**.

Select a **Saved Filter**. Click **Search**. The results will appear as a student list on the left.

OR

Select a **Saved Filter**. Choose additional **Student Search** criteria from the list (e.g., *grade, gender*). Click **Search** under the **Student Search** criteria. The results will appear as a student list on the left.



Denise Juneau, Superintendent
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USING STATE EDITION

Log into the State Edition of AIM using your given User Name and Password.

Home : Site : AIM : AIM (Achievement in Montana)
Document Location: <http://opi.mt.gov/AIM/Index.html>
Last Modified: 10/16/08

[Get Answers](#)

AIM Collection Schedule
AIM Collections
Contacts
Questions & Answers
File Specifications
Data Dictionary
Trainings
Documents
General Information
AIM Policies
Downloads
Montana Edition Portal

AIM
Achievement
in
Montana
Montana's State Student Information System

AIM Login
Find a School

AIM Calendar
E-Pass

Montana Edition Portal
AIM Listserve

The Office of Public Instruction (OPI) released RFP06-12030 on November 16, 2005 and signed a contract with education software vendor, Infinite Campus, to purchase and make the necessary adjustments to their State Edition. We have named this system AIM, which stands for Achievement in Montana. This system will streamline the reporting of student-related data from school districts to OPI, including enrollment, demographic data, eligibility for state and federal education programs, registration



Denise Juneau, Superintendent
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USING STATE EDITION

From the **Index**, expand **Ad Hoc Reporting**.

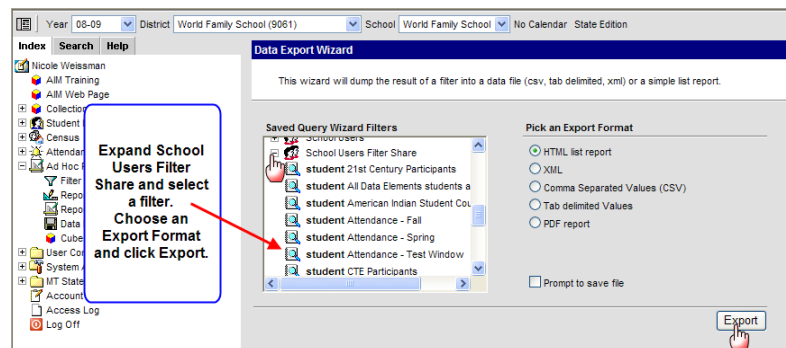
Select **Data Export**.

From **Saved Query Wizard Filters**, expand **School Users Filter Share** or **Data Verification**.

Choose a filter.

Pick an **Export Format**.

Click **Export**.





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USING STATE EDITION (Option 2)

Click on the **Search** tab.

Search for a: **Student**.

Click **Advanced Search**.

Expand School Users Filter Share or Data Verification and select a **Saved Filter**. Click **Search**. The results will appear as a student list on the left.

OR

Select a **Saved Filter**. Choose additional **Student Search** criteria from the list (e.g., *grade, gender*). Click **Search** under the **Student Search** criteria. The results will appear as a student list on the left.



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